



CITY OF DOVER, NEW HAMPSHIRE

Position Description

Position: Maintenance Mechanic – Meter/Backflow	Position Control No: XX-XX-XX-XX
Classification-Series: Maintenance Mechanic II	FLSA Status: Non-Exempt, Regular FT 40 hrs/wk
Occupational Grouping: Labor & Trade Services	Union - Grade: AFSCME – Grade 15
Organizational Unit: Community Services Department	Primary Job Location: Public Works Facility, Mast Road

JOB SUMMARY: Performs unskilled and semi-skilled technical work in the installation, maintenance and record keeping associated with metering water distribution and in support of Utilities Division operations.

ACCOUNTABILITY: Works under the general supervision of the Superintendent of Public Works and Utilities. Work is reviewed through conferences, reports and observation of the completeness and effectiveness of system operations.

SUPERVISION EXERCISED: May occasionally direct assigned personnel in the absence of a supervisor.

TYPICAL EQUIPMENT USED: Hand and gas/diesel, electric, hydraulic and pneumatic power tools, personal protective equipment, light and heavy vehicles, two-way radio and pager, telephone, computer, analog and digital testing and measuring devices.

TYPICAL WORK ENVIRONMENT: Inside: 50 % Outside: 50%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Install, replace, maintain and repair backflow prevention devices. Maintain records of changes in equipment and service, charges and rentals.
2. Conduct monthly, biennial, and special meter readings. Review and assure the completeness and accuracy of collected data.
3. Make basic arithmetic calculations rapidly and accurately.
4. Conduct accuracy tests on water meters and performance pressure tests on backflow devices and record results. Perform mechanical maintenance and adjustments as needed.
5. Respond to water and sewer breaks and other service interruptions, and conduct or assist in repairs. Install, repair, maintain, tap, clean and flush water mains, pipe, gates and fittings, meters on mains and services and installation of services, and fire hydrants, assist in shutting off broken sections of water mains.
6. Connect or disconnect residential and industrial service to existing mains and services, as directed.
7. Locate and mark water mains, service pipes and connections, and other utilities and maintain accurate record of each.
8. Establish and maintain a variety of records relating to inspection and maintenance activities, installation or replacement of meters, and service connection and disconnections.
9. Prepare work cards/work orders regarding operations as needed.
10. Ensure quick response to complaints and corrects problems following established procedures.

11. Respond to customer calls and complaints; assess usage patterns, assists in resolving billing issues and processing abatement requests.
12. Perform snow removal and sanding activities and assist in mitigating natural and manmade emergencies as needed.
13. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
14. Maintains familiarity with and executes safe work procedures associated with assigned work.
15. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

LIFT: -up to 10 lbs.: Frequently required -11 to 25 lbs.: Frequently required -26 to 50 lbs.: Occasionally required -over 50 lbs.: Rarely required. Assistance may be available CARRY: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Frequently required.	PUSH/PULL: Frequently required. TWISTING: Frequently required. BENDING: Frequently required. CRAWLING: Frequently required. SQUATTING: Frequently required. KNEELING: Frequently required. CROUCHING: Frequently required. CLIMBING: Frequently required. BALANCING: Rarely required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

CONSECUTIVE HOURS: Sit: 1 hour Stand: 2 hours Walk: 1 hour	TOTAL HOURS: Sit: 2 hours Stand: 4 hours Walk: 2 hours
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COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Required for detecting odor and fumes.
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TYPICAL WORK SURFACE(S): Service counter; tables; desk and chair; carpet, tile, concrete and wood floors; ladders, stairs and scaffolding, outside surfaces including flat, sloped and uneven ground; within above and below ground confined spaces; within and above trenches; within operator cabs and on trucks and heavy equipment.

TYPICAL CONTROLS & EQUIPMENT: Keyboard/pad; computer mouse; electronic, mechanical, hydraulic controls; radio/pager; motor vehicle; analog and digital instruments and gauges.

SUMMARY OF OCCUPATIONAL EXPOSURES: Exposure to outside environment including sunlight, extreme temperature (hot/cold), wind and rain; work may be near moving or mechanical parts and on or around

heavy equipment. May be exposed to fumes, airborne particles, fuel, solvents, lubricants, and toxic or caustic chemicals. May also be exposed to biting insects, poisonous plants, herbicides and/or pesticides.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Some knowledge of equipment, facilities, materials, methods and procedures used in public works and utility construction, maintenance and repair activities. Ability to perform heavy manual tasks for extended periods of time and in adverse conditions. Ability to understand and follow oral and written instruction. Ability to establish and maintain effective working relationships with employees, other departments and the general public. Ability to work under adverse conditions.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High school diploma or equivalent. Two years experience in plumbing, electrical repairs or related mechanical maintenance or any combination of education and experience which demonstrates the possession of the required knowledge, skills and abilities. Must maintain Valid NH CDL-B with Air Brake Endorsement and Tanker Endorsement. CDL-A with endorsements, preferred. Completion of State of New Hampshire Water Distribution Grade II, and New England Water Works Association Certified Backflow Prevention Device Inspector.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input checked="" type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.